



State Upland Title Examiner
Engineering Division: Title and Records Office
Recruitment # 2006-09-6233

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Natural Resource Technician 3
Type of Position:	This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$2468 - \$3128
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	September 18, 2006
Closing Date:	October 2, 2006
Location:	Olympia WA

POSITION PROFILE

This position is part of a team that provides complex, technical state up-land ownership research, analysis, and interpretation for customers, being DNR staff and the public. The position processes applications for use of uplands, creates and maintains the state land records, prepares record search reports for customers and answers state up-land ownership questions for customers of all types.

REQUIRED POSITION QUALIFICATIONS

- Two years of experience directly involved in land use activities (leasing, R/Ws, timber sales, etc.), land transaction, or land records
- Knowledge of technical land title research and interpretation techniques.
- Ability to research and interpret land title documentation and other land records in all types and forms for state upland ownership and activity history.
- Ability to provide excellent customer service and sustain a level of high productivity.
- Ability to work as a team player and lead/train unskilled and semi-skilled aides and co-workers.

This level of knowledge and skill is typically achieved with:

- A Bachelor's degree with major study in land management or sciences, real estate, or records management. – OR –
- An Associate Degree with a major study in land management, science, real estate, or records management and two years of technical experience in land management.

DESIRED POSITION QUALIFICATIONS

- Knowledge of internal process for creating and maintaining state land records.
- Knowledge/understanding of processes followed by customers and their program requirements.
- Knowledge of state records management laws and procedures.
- Knowledge and use of the following agency computer programs: PC with standard agency software package, fundamental GIS & Automated Tract Book (ATB), basic Revenue Management System (RMS/APS), standard office equipment (phone, copy machine, fax).

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Position works in office environment in agency records office. Employee must be able to stand for long periods of time, work in a dusty environment, handle paper, and be able to lift 40 lbs. +/-.
- The office hours of the Title and Records Office are 8:00 a.m. to 4:30 p.m. Monday through Friday. Position may work a flexible schedule so long as 40 hours a week are worked and superb customer service is maintained.
- Must be at least 18 years of age at time of hire.
- Employee must possess a valid driver's license prior to using a state vehicle.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

dnrrecruiting@wadnr.gov

OR other method

Roberta Searles
Department of Natural Resources
PO BOX 47033
Olympia, WA 98504-7033

NOTE: Please indicate **State Upland Title Examiner & recruitment #2006-09-6233** in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Rebecca S. Olsen at (360) 902-1560 # or e-mail us at DNRrecruiting@wadnr.gov.

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